

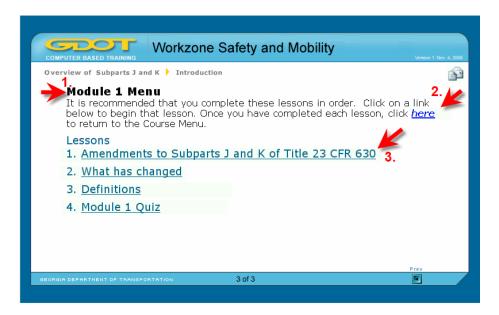
This is the first page of the course. Click on the Next button to proceed.

Menus



When you get to the course menu, you will see five modules. You must complete Modules 1 through 4 to complete this course.

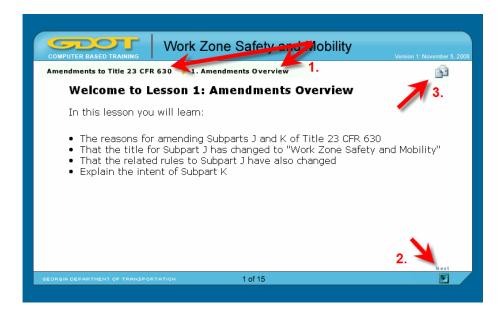
To jump to a module, click on its link.



This is a module menu.

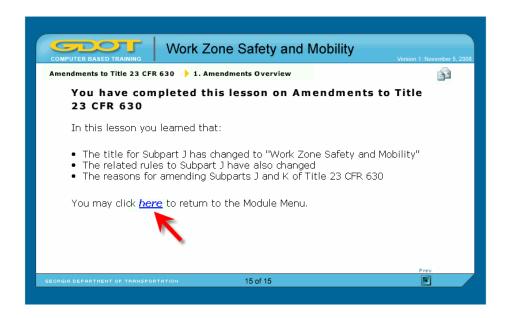
- 1. Notice the name of the module (Module 1)
- 2. Notice that this module contains three lessons and a module quiz.
- 3. If you need to return to the Course Menu click the *here* link
- 4. To jump to a lesson, click on its link.

Lessons



After clicking a Lesson link you jump to the first page of the lesson.

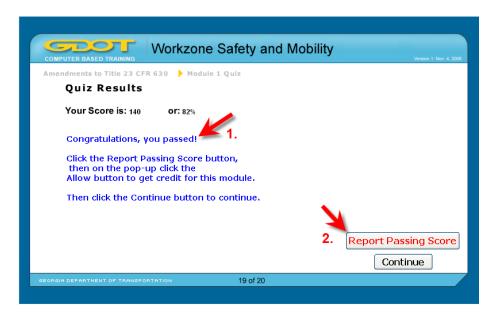
- 1. Notice the "breadcrumbs" at the top of the screen
 - a. When you click the first breadcrumb you return to the module menu
 - b. When you click the second breadcrumb you jump to the first page of the lesson
- 2. To continue on in the lesson click the Next button
- 3. Notice the email icon. Click the email icon to provide email feedback about this screen. Be sure to indicate the lesson number and the screen number.



On the last page of a lesson, click the <u>here</u> link to return to the module menu.

Quizzes

There are three quizzes, one each at the end of Modules 1, 2, and 3. You can access them from the module menus.



This is the last page of a quiz.

- 1. If you passed the quiz . . .
- 2. click on the Report Passing Score button.

Note: If you did not pass, just click on the Continue button.

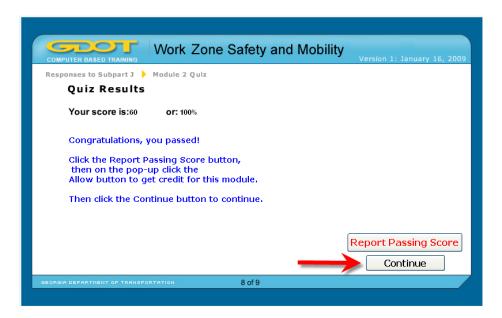


When this popup window appears, click OK

Reporting passing scores (special instructions)



After the data has loaded, click the Allow button and an eMail with you score will be sent to a database.

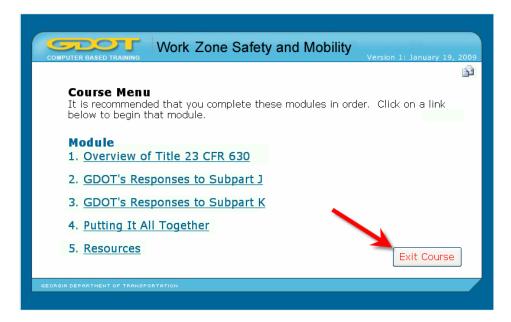


After you submit your passing score, click on the Continue button. Remember, if you did not pass just click on the Continue button.

Exiting the Course

You may exit the course at any time, but remember to note where you left off so you remember where to resume when you return to the course.

If you reported one or more quiz scores, they will be saved after you exit.



When you have completed the quizzes for Modules 1, 2, and 3 and completed Module 4, return to the Course Menu and click on the Exit Course button.